

6 FAM 1030

DIPLOMATIC RECEPTION ROOMS

(TL:GS-56; 11-13-1998)

6 FAM 1031 SCOPE AND AUTHORITY

6 FAM 1031.1 Policy

(TL:GS-56; 11-13-1998)

a. It is the policy of the Department of State to provide for the conservation and use of its Diplomatic Reception Rooms and their contents in a responsible and consistent manner.

b. The following criteria provide for the administration and conservation of the Rooms and their contents while providing for their enjoyment by *U.S. citizens that meet the requirements stated in this subchapter and do not interfere with the operation of the Department of State.*

6 FAM 1031.2 Scope and Applicability

(TL:GS-56; 11-13-1998)

a. These policies and procedures apply to specifically-designated rooms (as defined in 6 FAM 1031.4 below) of the Department of State located in the Department headquarters building at 2201 C Street, North West, Washington, D.C.

b. The policies and procedures for use of the Department Diplomatic Reception Rooms apply to Federal and non-Federal government employees and *private organization* users.

6 FAM 1031.3 Responsibilities

(TL:GS-56; 11-13-1998)

The Bureau of Administration, Office of Operations, Facilities Management and Support Services, General Services Division (A/OPR/FMSS/GS) administers this program. Hereinafter in this regulation, either the office symbol or the shortened form, "General Services Division," will be used to identify the office whose primary role it is to interpret and implement this regulation.

6 FAM 1031.4 Definitions

(TL:GS-54; 04-15-1998)

a. **Approved Caterers List:** A/OPR/FMSS/GS maintains the Approved Caterers list. Both the Office of the Chief of Protocol (S/CPR) and A/OPR/FMSS/GS must approve caterers.

b. **Diplomatic Reception Rooms:** The Diplomatic Reception Rooms on the eighth floor of the Department of State building are a part of the reception areas as defined in section 41(c) of the State Department Basic Authorities Act of 1956, as amended. These rooms were designed to accommodate diplomatic functions but may be used for other official purposes of the U.S. Government under the guidelines set forth in this chapter. They are not public use areas because, among other reasons, of their unique character and the value of their furnishings. They are respectively named the:

- (1) John Quincy Adams Room (drawing room);
- (2) Thomas Jefferson Room (reception room);
- (3) Benjamin Franklin Room (State dining room); and
- (4) Henry Clay Room (reception/dining room).

6 FAM 1031.5 Authority

(TL:GS-56; 11-13-1998)

The authority for this subchapter can be found in sections 1 and 41 of the State Department Basic Authorities Act of 1956, as amended (22 U.S.C. 2651a and 2713).

6 FAM 1032 PRECEDENCE AND SPONSORS

(TL:GS-56; 11-13-1998)

a. For the purposes of this section, “sponsored by” an official means hosted and attended by that official.

b. The order of precedence (*and authorized sponsors*) for the use of these areas is:

- (1) An official function sponsored by the President, the Vice President, or the Secretary of State;
- (2) An official function incident to the visit of a chief of state or head of government;

(3) An official function incident to an international conference in which the U.S. Government participates, as host or delegate, and coordinated by the Bureau of International Organization Affairs;

(4) An official function sponsored by the Deputy Secretary of State, an Under Secretary of State, an Assistant Secretary of State, or a Department of State officer of equivalent rank;

(5) *An official function sponsored by the Director of the Diplomatic Reception Rooms (M/FA) in furtherance of M/FA's mission and expressly authorized in writing by the Deputy Assistant Secretary for Administration, after consultation with the Office of the Legal Adviser;*

(6) An official function of another Department of the U.S. Government when sponsored by the head of the Department or by the Secretaries of the Army, Air Force, Navy; Commandants of the Marine Corps or Coast Guard; or the Chair, Joint Chiefs of Staff;

(7) An official function of an independent agency, an Agency of the Executive Office of the President, or of a quasi-official agency when sponsored by the head of that agency. For a function of a quasi-official agency the function must be consistent with U.S. Government interests and must be expressly authorized in writing by the Assistant Secretary of State for Administration after consultation with the Office of the Legal Adviser;

(8) A function of an international body in which the United States has an official interest but does not have official representation; and

(9) A function co-sponsored by an official as identified in items (1) and (4) above, and by a private organization when the activity is clearly affiliated with, or in support of, official U.S. Government business, and is expressly authorized in writing by the *Deputy* Assistant Secretary for Administration, after consultation with the Office of the Legal Adviser.

c. All functions are subject to preemption.

6 FAM 1033 CONDITIONS FOR USE

(TL:GS-56; 11-13-1998)

a. Security requirements as prescribed by the Bureau of Diplomatic Security must be adhered to.

b. Any co-sponsoring private organization will pay for additional contract services required to support a function held during regular business hours and for all costs incurred outside of regular business hours in connection with the assignment of this area (e.g., catering, manager, uniformed protection officers, interpreters, elevator operators, elevator mechanics, engineers, support personnel, audio visual production specialists, photographers, heating/ventilation/air conditioning) unless another cost arrangement is approved by the U.S. Government sponsoring official. For functions sponsored solely by an official identified in 6 FAM 1032 paragraphs *b(1)*, *b(4)*, *b(5)*, *b(6)*, and *b(7)*, the sponsoring official will make arrangements for payment of the above cited costs.

c. Any co-sponsoring private organization or sole-sponsoring Department or agency is responsible for damage to, or loss of, furnishings, objects of art, or other property resulting from the use of the Diplomatic Reception Rooms by the sponsor or its guests, and any co-sponsoring *private* organization may be required to take out appropriate insurance.

d. It is the policy of the Department that, to the extent possible, all foods and beverages served in the Diplomatic Reception Rooms be of U.S. origin. It is the responsibility of the sponsor(s) to ensure that this policy is observed.

e. Only one caterer per day may have use of the eighth floor kitchen, and priority access to the loading dock is given to the eighth floor caterer of the day. Exceptions to this rule will only be considered for events sponsored by the President, the Vice-President, or the Secretary of State. The U.S. Government sponsor(s) must check with A/OPR/FMSS/GS before contracting with a caterer. The sponsor(s) paying for the function in the Diplomatic Reception Rooms is responsible for arranging for catering services and for payment of any costs associated with catering services. Caterers selected must be among those listed on the Approved Caterers List and must meet security requirements as prescribed by the Bureau of Diplomatic Security (DS).

f. The following limitations/restrictions on the number of persons to be invited to functions in the Diplomatic Reception Rooms must be observed (including, but not limited to, guests, support personnel, catering personnel, security, and entertainment). The following complies with General Services Administration fire safety criteria:

Receptions, luncheons, and dinners using only the Jefferson Room	80 (see 6 FAM 1034 paragraph j)
Receptions using the Franklin Room	375
Luncheons and dinners (seated) in the Franklin Room - when cocktails precede dinner and balcony not available	250 175
Buffets in the Franklin Room	225
Luncheons or dinners in the Clay Room	22
Receptions in the Clay Room	40

g. Limitations on dates/times:

(1) Receptions: 2-1/2 hours maximum (between 5:00 p.m. and 10:00 p.m.);

(2) Dinners: 3 hours maximum (between 5:00 p.m. and 10:00 p.m.);

(3) Luncheons: 2-1/2 hours maximum (between 11:45 a.m. and 2:30 p.m.);

(4) Swearing-in, retirement, and award ceremonies: 2 hours maximum (usually 12:00 p.m. or 4:00 p.m. for swearing-in and award ceremonies); and

(5) No weekend or holiday functions, with the exception of functions hosted and attended by the President, Vice President, the Secretary of State, or as authorized by the Assistant Secretary of State for Administration.

h. No food or drinks are allowed in the John Quincy Adams Drawing Room, unless the function is hosted and attended by the President, Vice President, or the Secretary of State.

i. The limitations for all other types of functions are to be discussed with A/OPR/FMSS/GS before proceeding with a guest list and before any final arrangements are made with the caterer.

j. All luncheons and dinners must be held in the Benjamin Franklin or Henry Clay Rooms, with the exception of functions hosted by the President, the Vice President, or the Secretary of State, who may use the Thomas Jefferson Room.

k. If scheduled functions are canceled for any reason, the sponsor must immediately release the rooms by calling A/OPR/FMSS/GS.

l. No admission fee is to be charged or collection taken for attendance at a function in the Diplomatic Reception Rooms that is greater than that required to defray the expenses for the function, except as authorized by the Deputy Assistant Secretary for Operations in consultation with the Office of the Legal Adviser.

m. Attendance at any function shall be by invitation only and invitations shall be extended in the name of the U.S. Government sponsoring official and may also include the name of any private organization co-sponsoring the event. Invitations shall be restricted to an established guest list, and not issued as a general solicitation.

n. Dancing and loud amplified music are not permitted in the Diplomatic Reception Rooms.

6 FAM 1034 INELIGIBLE FUNCTIONS

(TL:GS-56; 11-13-1998)

Ineligible functions are:

(1) Meetings, except those hosted and attended by the President, the Vice President, or the Secretary of State;

(2) Functions of lobbying organizations;

(3) Functions conducted directly or indirectly for profit;

(4) Functions of fraternal or social organizations, alumni associations, et cetera;

(5) Functions that have a partisan, political, sectarian, or similar nature or purpose;

(6) Functions where attendance is restricted on the basis of race, religion, sex, national origin, age, or disabling condition; and

(7) Functions of a personal nature such as private parties or other social events *which are not affiliated with, or in support of* official U.S. Government business.

6 FAM 1035 APPLICATION TO USE

(TL:GS-56; 11-13-1998)

a. Formal requests to use the Diplomatic Reception Rooms should be made in writing by the U.S. Government sponsor, as identified in 6 FAM 1032 (except for reservations made on behalf of the President, the Vice President, or the Secretary of State, which may be made orally by the Office of the Secretary or the Office of the Chief of Protocol) normally three weeks in advance, to the Deputy Assistant Secretary for Operations, U.S. Department of State, A/OPR, Room 1417, Washington, D.C. 20520.

b. All requests for use must meet the requirements as stated in this section. Each request must explain the nature of the event, its relationship to official U.S. Government business, whether a fee is to be charged to guests and in what amount, the identity of the paying organization, and whether the outside sponsor has any business pending or likely to arise before the Department. A sample request format is given at 6 FAM 1035 Exhibit 1035A.

c. Requests should include a statement by the co-sponsoring private organization that it will cover the costs of the function.

d. Such statements should also specify the amount of any fees intended to be charged to attendees and, unless otherwise approved under 6 FAM 1033 (I), that such fees are not expected to exceed the amount required to defray the expenses of the event.

e. All invitations except those extended through the Office of the Chief of Protocol (S/CPR) must be cleared by A/OPR/FMSS/GS and extended under the name of the official U.S. Government sponsor (a co-sponsor's name may also be included along with the official sponsor's name). Sample invitations are included at 6 FAM 1035 Exhibit 1035B.

f. Informal inquiries regarding possible reservations and requirements may be directed to A/OPR/FMSS/GS.

6 FAM 1036 THROUGH 1039 UNASSIGNED

6 FAM 1035 Exhibit 1035A

SAMPLE TEXT OF RESERVATION REQUEST

(TL:GS-56; 11-13-1998)

Note: This format has many variable fill-ins, examples of which are underlined. Explanatory notes for the fill-ins are in parentheses.

(Date)

MEMORANDUM

TO: A/OPR – Ms. Jane Doe (DAS for Operations)

FROM: Q – John Doe (Office symbol and name of Assistant Secretary or higher level within State; other sponsoring U.S. Government official as identified in 6 FAM 1032)

SUBJECT: Reservation of Benjamin Franklin Room (room)

I would like to reserve the Benjamin Franklin Room (room) on (Date) (day of week, month, day) for a reception (or luncheon/dinner) that I will host and attend for the International Celtic Society (name of organization/group/delegation). I expect approximately 137 (number of attendees) guests to attend the reception. The reception will be from 6:00 p.m. to 8:00 p.m. (function times)

The International Celtic Society is a nonprofit international policy organization that supports mediation efforts in international disputes (what the organization does/supports that is of interest to the U.S. Government). U.S. policy interests in advancing mediation efforts (state the U.S. interests) will be served by my hosting this event. This organization has no (the group has/has no) pending business with the Department of State.

All costs incurred for this event will be paid for by the International Celtic Society (who's paying for this). No fee will be charged to attendees (or state the fee in \$).

A sample invitation will be forwarded to A/OPR/FMSS/GS for clearance upon your approval of this event.

If you need further information, please contact Mr. Richard Roe (contact's name) on extension X-XXXX (contact's phone extension/number).

Enclosure: (See 6 FAM 1035 (c))

Clearance:

L/Ethics: Ramona Roe (this clearance should only appear for functions co-sponsored by private groups and quasi-government agencies)

6 FAM 1035 Exhibit 1035B
SAMPLE INVITATIONS

(TL:GS-54; 04-15-1998)

Blind Embossed
Great Seal

John E. Doe
Under Secretary of State
for Economic Business and Agricultural Affairs
and
XYZ Council of International XYZ

request the pleasure of your company
at a luncheon
on Wednesday the twelfth of November
at twelve-thirty o'clock

Kindly respond by November 1st
202-647-0000

The Benjamin Franklin Room
Department of State
Twenty-second and C Streets, Northwest

Continuation— 6 FAM 1035 Exhibit 1035B

Department of
Navy Seal

In honor of
the Corps of Foreign Naval Attachés
The Secretary of the Navy and Mrs. Doe
and
The Chief of Naval Operations and Mrs. Roe
and
The Commandant of the Marine Corps and Mrs. Hso.

request the pleasure of your company
at a reception
on Wednesday, the seventeenth of September
from seven until nine o'clock

Dinner Dress White Jacket
Evening Dress B
Civilian Black Tie
Response Card Enclosed

The Benjamin Franklin Room
U.S. Department of State
Twenty-second and C Streets, Northwest